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# मध्यप्रदेश राजपत्र

( असाधारण )  
प्राधिकार से प्रकाशित

क्रमांक 277]

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राजस्व विभाग  
मंत्रालय वल्लभ भवन भोपाल

Bhopal, the 21<sup>st</sup> June 2017

**F 1-3/2010/7-4A**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of this department's notification No. 457-741-84-VII-Sec.4 dated 5<sup>th</sup> April 1985, the Governor of Madhya Pradesh, hereby, makes the Madhya Pradesh Revenue services recruitments rules, 2017, namely :-

## **RULES**

### **1. Short Title and Commencement:-**

- (1) These rules may be called the Madhya Pradesh Revenue (Class-III Ministerial) Service Recruitment Rules, 2017**
- (2) They shall come into force from date of their publication in the Madhya Pradesh Gazette.**

### **2. Definitions:- In these rules, unless the text otherwise requires:-**

- (a) "Appointing Authority" means Principal Revenue Commissioner, Madhya Pradesh or the authority empowered to make appointment on these posts;**
- (b) "Committee" means a Selection/ Departmental Promotion Committee;**
- (c) "Examination" means competitive examinations for recruitment in the service under rule-10 of these Rules;**
- (d) "Government" means the Government of Madhya Pradesh;**
- (e) "Governor" means the Governor of Madhya Pradesh;**
- (f) "Other Backward Classes" means the other backward classes of citizen specified by the State Government vide notification No. F.8-5/XXV/4/84 Dated 26.12.84 as amended from time to time;**
- (g) "Schedule" means schedules appended to these rules;**
- (h) "Scheduled Castes" means any caste, race or tribe or part of or group within a caste, race or tribes specified as schedules castes with respect to the State of Madhya Pradesh under article 341 of the Constitution of India;**
- (i) "Scheduled Tribes" means any tribe of tribal community or part of or group within a tribe or tribal community specified as scheduled tribes with respect to the State of Madhya Pradesh under Article 342 of the Constitution of India;**
- (j) "Service" means the Madhya Pradesh Revenue Service;**
- (k) "State" means the State of Madhya Pradesh.**

3. **Scope and Application.-** Without prejudice to the generality of the provisions contained in the Madhya Pradesh Civil Services (General Conditions of Services) Rules, 1961, these rules shall apply to every member of the service.
4. **Constitution of the Service.-** The service shall consist of the following persons, namely:-
  - (1) Persons who at the commencement of these rules are holding substantively the posts specified in Schedule-I;
  - (2) Persons who have been recruited in the service before the commencement of these rules; and
  - (3) Persons who have been recruited in the service in accordance with the provisions of these rules.
5. **Classification, Scale of Pay etc.-**
  - (1) The classification of the service, the scales of pay attached thereto, and the number of posts included in the service shall be as specified in Schedule-I:

Provided that the Government may, from time to time, add to or reduce the number of posts included in the service either on permanent or temporary basis.
  - (2) The members of the services shall be eligible to the timescale, pay scales under instructions issued from time to time vide Finance Department circulars dated 24.01.2008 and 30.09.2014.
6. **Methods of Recruitment.-**
  - (1) Recruitment to the service after the commencement of these rules, shall be made by one of the following methods, namely:-
    - (a) By direct recruitment through competitive examination.
    - (b) By promotion of the members of the service as specified in column-(2) of Schedule-IV.
    - (c) By transfer of persons, who hold in a substantive or in officiating capacity such posts in such services as may be specified in this behalf.

- (2) The number of persons recruited under clause (a) or clause (c) of sub-rule (1) shall not at any time exceed the percentage shown in Schedule-II or the number of duty posts as specified in Schedule-I.
  - (3) Subject to the provisions of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the service, as may be required to be filled during any particular period of recruitment, and the number of persons to be recruited by each method, shall be determined on each occasion by the appointing authority in consultation with the State Government.
  - (4) Notwithstanding anything contained in sub-rule (1), if in the opinion of the appointing authority the exigencies of the service so required, the appointing authority may after obtaining prior concurrence of the State Government adopt such method of recruitment to the service other than those specified in the said sub-rule as it may by order issued in this behalf prescribe.
7. **Appointment to the Service.-** All appointments in the service after the commencement of these rules shall be made by the Appointing Authority and no such appointment shall be made except after selection by one of the methods of recruitment specified in rule-6.
8. **Conditions of Eligibility for Direct Recruitment.-** In order to be eligible for selection/examination, a candidates must satisfy the following conditions, namely:-
- (1) The candidate should be domicile of Madhya Pradesh.
  - (2) Age-
    - (a) He must have attained the age specified in column (3) of Schedule-III but have not attained the age specified in column (4) of said Schedule on the 1<sup>st</sup> day of January next following the date in which the examination/ selection has commenced. The counting of maximum age-limit shall be made according to the circular No. C-3-8/2016/3 dated 12 May, 2012 issued by the General Administration Department.

The maximum age limit for any category shall not exceed 45 years in any case including all relaxations.

- (b) The upper age limit shall be relaxable up to maximum of 5 years if a candidate belongs to Scheduled castes, Scheduled tribes and Other Backward Classes.
- (c) The upper age limit shall also be relaxable in respect of candidates who are or have been employees of the Madhya Pradesh Government to the extent and subject to the conditions specified below:-
  - (i) A candidate who is a permanent Government servant should not be more than 45 years of age;
  - (ii) A candidate who is a temporary Government servant and is applying for any other post should not be more than 45 years of age. This concession shall also be admissible to contingency paid employees, work charged employees and employees working in the Project Implementation Committees.
  - (iii) A candidate who is a retrenched Government servant shall be allowed to deduct from his age the period of all temporary service previously rendered by him up to a maximum limit of 7 years even if it represent more than one spell provided that the resultant age does not exceed the upper age limit by more than five years.

**Explanation-** The term "retrenched Government Servant" denotes a person who was in temporary Government service of this State or any other constituent units, for a continuous period of not less than 6 months and who was discharged because of reduction in the establishment not more than five years prior to the date of his registration at the employment exchange or of application made otherwise for employment in Government service.

- (iv) A candidate who is an ex-serviceman shall be allowed to deduct from his age the period of all defense service previously rendered by him provided that the resultant age does not exceed the upper age limit by more than three years.

**Explanation-** The term "ex-serviceman" denotes a person who belongs to any of the following categories and who was employed under the Government of India for a continuous period of not less than six months and who was retrenched or declared surplus as a result of recommendation of the Economy Unit or due to normal reduction in the establishment not more than three years before the date of his registration at any employment exchange or of application made otherwise for employment in Government service-

- (1) Ex-servicemen released under mustering out concessions;
  - (2) Ex-servicemen enrolled for the second time and discharged on:-
    - (a) completion of short term engagement;
    - (b) fulfilling the conditions of enrolment;
  - (3) Ex-personnel of Madras Civil Unit;
  - (4) Such officers (Military and Civil) including short term service regular commissioned officers discharged on completion of their contract;
  - (5) Such officers discharged after working for more than six months continuously against leave vacancies;
  - (6) Ex-servicemen invalided out of service.
  - (7) Ex-servicemen discharged on the ground that they are unlikely to become efficient soldier;
  - (8) Ex-servicemen who are medically boarded out on account of gunshot, wounds, etc.
- (d) The maximum upper age limit shall be relaxable up to five years for women candidates in accordance with the provisions of the Madhya Pradesh Civil Services (Special provisions for appointment of Women) Rules, 1997, provided that the upper age limit shall not, in any case, exceed 45 years including all types of exemptions.

- (e) The upper age limit shall also be relaxable up to 5 years in case of widows, destitute and divorced women candidates;
- (f) The upper age limit shall be relaxable up to 5 years in case of rewarded high caste husband/wife of couple under inter caste marriage incentive program of Tribal, schedule caste and backward class welfare department;
- (g) The upper age limit shall be relaxable up to 45 years in case of candidates, who are employees of Madhya Pradesh State Corporation/Board;
- (h) The upper age limit shall be relaxable up to 5 years in case of holders of "Vikram Awards";
- (i) In case of volunteer city soldiers and non-commissioned officers of home guards, the upper age limit shall be relaxable up to 8 years subject to the duty period in home guard service done by them, but in any case their age should not be more than 45 years;
- (j) The upper age limit for the physically challenged candidates shall be relaxable as per the directions issued from time to time by the State Government.

**Note-1** Candidates, who are found eligible for examination/selection, under the age concessions mentioned in sub-clause (i) and (ii) of clause (c) of sub-rule (2) of rule 8 shall not be eligible for appointment if after submitting the application they resign from service either before or after the selection. They shall however continue to be eligible if they are retrenched from the service or post after submitting the applications.

**Note-2** Departmental candidates must obtain prior permission of the appointing authority to appear for the examination/selection as specified in Schedule-II.

- (3) **Educational Qualifications-** Candidate must possess the educational qualifications prescribed for the service as shown in Schedule-III:

Provided that the appointing authority, in exceptional cases, may consider any candidate eligible, who, though does not have

any of the qualifications mentioned in these rules, but has passed examinations conducted by other Institutions/ Universities at such level, which, in the opinion of the appointing authority, makes the candidate eligible to appear in the examination/selection.

- (4) **Fees-** The candidate must pay the fees prescribed by the appointing authority.

#### **9. Disqualification.-**

- (1) Any attempt on the part of a candidate to obtain support for his candidature by any means may be held by the Appointing Authority to disqualify him for appearing in examination/ selection.
- (2) Any candidate who has married earlier to the minimum age fixed for marriage shall not be eligible for appointment on the post in the service.
- (3) Any candidate, who has more than two living children, one of whom is born on or after 26<sup>th</sup> January, 2001 shall not be eligible for the service or post:

Provided that no candidate shall be disqualified for appointment to the service or post who has already one living child and next delivery takes place on or after 26<sup>th</sup> January, 2001, in which two or more than two children are borne.

- (4) Any candidate, who has been convicted of any offence against women, shall not be eligible for appointment in the service or post:

Provided that where such cases are pending against any candidate in any court, the matter of his appointment shall be kept pending till the final disposal of the criminal case.

#### **10. Direct Recruitment by Competitive Examination.-**

- (1) Direct Recruitment shall be made by Competitive Examination as the appointing authority may decide time to time.
- (2) Posts shall be kept reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes on priority as per the Madhya Pradesh Public Service (Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes), Act, 1994 (No. 21 of 1994) and as per the orders of the State Government from time to time for direct recruitment.



- (3) In filling the reserved vacancies, the candidates who are members of Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be considered for appointment in the order in which their names appear in list referred to in rule 11 irrespective of their relative rank as compared with other candidates.
- (4) Candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes recommended by the committee to be suitable for appointment to the service with due regard to the maintenance of efficiency of administration may be appointed to the vacancies reserved for the candidates of Scheduled Castes, Scheduled Tribes and Other Backward Classes, as the case may be.
- (5) Reservation for women candidates shall be made under provisions of Madhya Pradesh Public Service (Special provisions for appointment of women) Act, 1997.
- (6) Posts shall be kept reserved for the ex-servicemen as per the directions of the General Administration Department.
- (7) If sufficient number of candidates belonging to Scheduled Castes and Scheduled Tribes are not available for filling all the vacancies, then the remaining vacancies shall not be filled with other candidates without prior approval of the Government and these vacancies shall not be made unreserved for the candidates other than the category, for which the post or posts have been reserved.

**11. List of Candidates Recommended by the Appointing Authority.-**

- (1) The appointing authority shall prepare a list arranged in the order of merit of the candidates who have qualified by such standards as the appointing authority may determine and the list of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, who though not qualified by that standard, but are declared by the Committee to be suitable for appointment to the service with due regard to the maintenance of efficiency in administration and forward to the appointing authority. The list shall also be published for general information.
- (2) Subject to the provisions of these rules and the Madhya Pradesh Civil Service (General Conditions of Service) Rules, 1961, the candidates shall be considered for appointment to the available vacancies in the order in which their names appear in the list.

- (3) The inclusion of a candidate's name in the list confers no right to appointment unless the appointing authority is satisfied after such enquiry, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service.
- (4) The selection list shall be valid for one year from the date of its issue.

## 12. Appointment by Promotion.-

- (1) A Committee shall be formed consisting of the members mentioned in Scheduled-IV for making a preliminary selection for promotion of eligible candidates:

Provided that if no member represents scheduled castes or scheduled tribes category amongst other members as directed excluding the member heading the promotion committee, then in that case, a member of the same position shall be included in the promotion committee and the number of members of promotion committee shall be increased up to that limit.

- (2) For promotion of members of service as specified in column (2) of Schedule-IV, eligibility of candidate, selection procedure and appointment through promotion shall be as specified in its column (3) as per rules and instructions issued by the General Administration Department.
- (3) Every appointing authority, on the promotion order to be issued by him, shall endorse to the effect that he has followed the provisions of Madhya Pradesh Civil Service (Reservation for Schedule Castes, Schedule Tribes and other backward classes) Act, 1994 (No. 21 of 1994) and in compliance the instructions issued in light of provisions of said Act and rules by State Government and he is fully aware of the provisions of clause (1) of section-6 of the said Act.
- (4) Procedure for promotion of reserved posts shall be as per the instructions issued from time to time by the General Administration Department.
- (5) The meeting of the Departmental Promotion Committee shall be arranged at such intervals as instructed by appointment authority, but ordinarily not exceeding one year.

**13. Conditions of Eligibility for Promotion.-**

- (1) The committee shall consider the case of all persons, who on the 1<sup>st</sup> day of January of that year had completed such number of the years of service whether officiating or substantive on the posts from which promotion is to be made or on any other posts or posts declared equivalent thereto by the Government as specified in column (4) of Schedule-IV and are within the zone of consideration in accordance with provisions of sub-rule (2):

Provided that any junior person shall not be considered for promotion in preference to the persons senior to him only on the basis of his completing the period of ordained service, prescribed under this sub rule.

- (2) For consideration zone for promotion, rules and instructions issued by General Administration Department shall be applicable.
- (3) For promotion to the post of auditors, only those Assistant Grade-II shall be eligible who have passed Accounts Training examination prescribed for this purpose by the Finance Department of the State Government, provided that if such persons are not available, senior most persons, who are otherwise suitable for promotion shall be promoted on the condition that they shall pass the said accounts training examination within a period of two years, failing which they shall be reverted to the post of Assistant Grade-II.
- (4) For promotion to the post of Assistant Grade-III, a Class-IV Government servant shall become eligible only when, he has passed the Higher Secondary 11<sup>th</sup> examination according to old syllabus or passed the Higher Secondary 12<sup>th</sup> examination under 10+2 according to new system of education.

**14. Preparation of the list of suitable candidates.-**

- (1) The Departmental Promotion Committee shall prepare a list of such persons, who satisfy the conditions prescribed in rule 13 and are held by the Committee to be suitable for promotion and this list shall be sufficient to cover the anticipated vacancies on account of retirement / promotion during the course of one year from the date of preparation of the select list. A reserved list of the 25% of the

number of persons included in the said list shall also be prepared to meet the unforeseen vacancies occurring, during the course of aforesaid period.

- (2) The criteria for preparation of selection list shall be as per the rules and regulations issued by the General Administration Department.
- (3) The names of the officers included in the list shall be arranged in order of seniority in the service or posts as specified in column (2) of Schedule-IV at the time of preparation of such select list.

**Explanation:** A person, whose name is included in a select list but who is not promoted during the validity of the list shall have no claim to seniority over those considered in a subsequent selection merely by the fact of his earlier selection.

- (4) If in the process of selection, review or revision, it is proposed to supersede any member of the Service the Committee shall record its reasons for the proposed suppression.
- (5) The list so prepared shall be reviewed and revised every year.

#### 15. Selection List.-

- (1) The appointing authority shall consider on the list with the other documents prepared by the Committee and unless it considers any change necessary, approve the list.
- (2) If the appointing authority considers it necessary to make any changes in the list received from the Committee, he shall inform the Committee of the changes proposed and, after taking into account the comments of the Committee, he may, after considering, approve the list finally with such modifications, if any, as may in his opinion be judicious.
- (3) The list as finally approved by the appointing authority shall be the select list for promotion of the members of service from the posts mentioned in column (2) of Schedule-IV to the posts mentioned in column (4) of the said Schedule.
- (4) The selection list shall ordinarily be enforced for one year until it is reviewed or revised in accordance with sub-rule (5) of rule 14 but its validity shall not be extended beyond a total period of 18 months from the date of its preparations:

Provided that in the event of a grave lapse in the conduct or performance of duties on the part of any person included in the selection list, a special review of the Selection List may be made at the instance of the appointing authority and the Committee may, if it thinks fit, remove the name of such person from the selection list.

**16. Appointment to the Service from the Selection List.-**

- (1) Appointment of the persons included in the Selection List to posts of the cadre of the service shall follow the provisions of as per rules and regulations issued by General Administration Department.
- (2) The appointment of such candidate present in the selection list shall be in same order in which the name of such person appears in the select list.

**17. Probation.-**

- (1) Every person recruited directly in the service shall be appointed on probation for a period of 2 years.
- (2) Appointing authority, if it deems necessary, may increase the probation period for a period of not more than one year.

**18. Interpretation.-** If any question arises relating to the interpretation of these rules, then it shall be referred to Government whose decision thereon shall be final.

**19. Relaxation.-** Nothing in these rules shall be construed to limit or abridge the power of the Governor to deal with the cases of any person to whom these rules apply in such manner as may appear to him to be just and equitable:

Provided that the case shall not be dealt with in any manner less favorable to him than that provided in these rules.

**20. Repeal.-** All rules corresponding to these rules and in force immediately before their commencement are, hereby, repealed in respect of matters covered by these rules:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**SCHEDULE-I**  
(see rule 5)

	Name of Post included in the Service	Number of Posts	Classification	Scale of Pay
	(1)	(2)	(3)	(4)
(a)	Office of the Principal Revenue Commissioner Setup	*Setup as per approval		
(b)	Divisional (Commissioner) Office Establishment (Setup)—			
	1. Superintendent	10*	Class-II (Gazetted)	9,300-34,000+3,600 Grade Pay
	2. Assistant Superintendent Revenue	39*	Class-III (Ministerial)	9,300-34,000+3,200 Grade Pay
	3. Assistant Superintendent Development	1*	---"---	9,300-34,000+3,200 Grade Pay
	4. Auditor	10*	---"---	5,200-20,200+2,800 Grade Pay
	5. Stenographer Grade-I	09*	---"---	9,300-34,000+4,200 Grade Pay
	6. Stenographer Grade-II	14*	---"---	9,300-34,000+3,600 Grade Pay
	7. Stenographer Grade-III	10*	---"---	5,200-20,200+2,800 Grade Pay
	8. Assistant Grade-II	102*	---"---	5,200-20,200+2,400 Grade Pay
	9. Accountant (Chambal Division)	01*	---"---	5,200-20,200+2,400 Grade Pay
	10. Assistant Grade-III	108*	---"---	5,200-20,200+1,900 Grade Pay
(c)	(Including Sub divisional/Tahsil Office) District (Collector) Office Establishment-			
	1. Superintendent	51*	Class-II (Gazetted)	9,300-34,000+3,600 Grade Pay
	2. Auditor	51*	Class-III (Ministerial)	9,300-34,000+3,200 Grade Pay
	3. Assistant Superintendent (Revenue)	102*	---"---	9,300-34,000+3,200 Grade Pay
	4. Stenographer Grade-2	14*	---"---	9,300-34,000+3,600 Grade Pay
	5. Stenographer Grade-3	78*	---"---	5,200-20,200+2,800 Grade Pay
	6. Additional Reader	338	---"---	5,200-20,200+1,900 Grade Pay
	7. Assistant Grade-2	1,678*	---"---	5,200-20,200+2,400 Grade Pay
	8. Assistant Grade-3	3,849*	---"---	5,200-20,200+1,900 Grade Pay
	9. Steno Typist	182*	---"---	5,200-20,200+1,900 Grade Pay
	10. Computer Operator	02	---"---	5,200-20,200+2,100 Grade Pay

\* The number of above posts shall be alterable after approval of the Setup of Principal Revenue Commissioner Office, Madhya Pradesh, Bhopal.

**SCHEDULE-I**  
(see rule 5)

	Name of Post Included in the Service	Number of Posts	Classification	Scale of Pay
	(1)	(2)	(3)	(4)
(a)	Office of the Principal Revenue Commissioner Setup	*Setup as per approval		
(b)	Divisional (Commissioner) Office Establishment (Setup)---			
	1. Superintendent	10*	Class-II (Gazetted)	9,300-34,000+3,600 Grade Pay
	2. Assistant Superintendent Revenue	39*	Class-III (Ministerial)	9,300-34,000+3,200 Grade Pay
	3. Assistant Superintendent Development	1*	---"	9,300-34,000+3,200 Grade Pay
	4. Auditor	10*	---"	9,300-34,000+3,200 Grade Pay
	5. Stenographer Grade-I	09*	---"	9,300-34,000+4,200 Grade Pay
	6. Stenographer Grade-II	14*	---"	9,300-34,000+3,600 Grade Pay
	7. Stenographer Grade-III	10*	---"	5,200-20,200+2,800 Grade Pay
	8. Assistant Grade-II	102*	---"	5,200-20,200+2,400 Grade Pay
	9. Accountant (Chambal Division)	01*	---"	5,200-20,200+2,400 Grade Pay
	10. Assistant Grade-III	108*	---"	5,200-20,200+1,900 Grade Pay
(c)	(Including Sub divisional/Tahsil Office) District (Collector) Office Establishment-			
	1. Superintendent	51*	Class-II (Gazetted)	9,300-34,000+3,600 Grade Pay
	2. Auditor	51*	Class-III (Ministerial)	9,300-34,000+3,200 Grade Pay
	3. Assistant Superintendent (Revenue)	102*	---"	9,300-34,000+3,200 Grade Pay
	4. Stenographer Grade-2	14*	---"	9,300-34,000+3,600 Grade Pay
	5. Stenographer Grade-3	78*	---"	5,200-20,200+2,800 Grade Pay
	6. Additional Reader	338	---"	5,200-20,200+1,900 Grade Pay
	7. Assistant Grade-2	1,678*	---"	5,200-20,200+2,400 Grade Pay
	8. Assistant Grade-3	3,849*	---"	5,200-20,200+1,900 Grade Pay
	9. Steno Typist	182*	---"	5,200-20,200+1,900 Grade Pay
	10. Computer Operator	02	---"	5,200-20,200+2,100 Grade Pay

\* The number of above posts shall be alterable after approval of the Setup of Principal Revenue Commissioner Office, Madhya Pradesh, Bhopal.

**SCHEDULE-II**  
(see rule 6)

Name of Department	Name of Service and Posts	No. of Duty Posts	Percentage of number of Duty Posts to be filled in		
			By Direct Recruitment	By Promotion of Members of the Service	By transfer of persons from other service or on Deputation
(1)	(2)	(3)	(4)	(5)	(6)
Madhya Pradesh Revenue Department Class-3 (Clerical Grade)	1. Superintendent (Office of the Divisional Commissioner, Commissioner and Collector)	61*	-	shall be filled from Assistant Superintendent and Auditor cadre.	-
	2. Assistant Superintendent (Office of the Divisional Commissioner, and Collector)	142*	-	100 % as per Schedule IV	-
	3. Auditor, Revenue Auditor, Development (Auditor) (Office of the Divisional Commissioner, and Collector)	61*	-	100 % as per Schedule IV	-
	4. Stenographer Grade-I	09*	-	100 % as per Schedule IV	-
	5. Stenographer Grade-II	28*	-	100 % as per Schedule IV	-
	6. Stenographer Grade-III	88*	50%	50% as per Schedule IV	-
	7. Steno Typist	182*	100%	-	-
	8. Additional Reader	338	100%	-	-
	9. Assistant Grade-II	1,780*	-	100% as per Schedule IV	-
	10. Accountant	01*	-	100% as per Schedule IV	-
	11. Assistant Grade-III	3,957*	75%	**25% as per Schedule IV	-
	12. Computer Operator	02*	100%	-	-



**Schedule-III**  
(see rule 8)

Name of Department	Name of Service and Posts	Minimum Age limit	Maximum Age Limit	Educational Qualifications
(1)	(2)	(3)	(4)	(5)
Revenue Department	1. Stenographer Grade-III	18 Years	40 Years	<p>(a) Must have passed Higher Secondary 12<sup>th</sup> examination under 10+2 education system.</p> <p>(b) One year Computer Diploma from Universities/Institution recognized by the Government, in addition to CPCT Score Card organized by Science and Technology Department.</p> <p>(c) Computer typing efficiency certificate with a speed of 30 w.p.m. from Institution recognized by the State Government.</p> <p>(d) Shorthand passing certificate with a speed of 100 w.p.m. from recognized Institution/Council</p>
	2. Assistant Grade-III	18 Years	40 Years	<p>(a) Must have passed Higher Secondary 12<sup>th</sup> examination under 10+2 education system.</p> <p>(b) One year Computer Diploma from Universities/Institution recognized by the Government, in addition to CPCT Score Card organized by Science and Technology Department.</p> <p>(c) Computer typing efficiency certificate with a speed of 30 w.p.m. from Institution recognized by the State Government.</p>
	3. Steno Typist	18 Years	40 Years	<p>(a) Must have passed Higher Secondary 12<sup>th</sup> examination under 10+2 education system.</p> <p>(b) One year Computer Diploma from Universities/Institution recognized by the Government, in addition to CPCT Score Card organized by Science and Technology Department.</p> <p>(c) Computer typing efficiency certificate with a speed of 30 w.p.m. from Institution recognized by the State Government.</p> <p>(d) Must have passed Hindi shorthand examination with a speed of 80 w.p.m. from institution recognized by the State Government.</p>

	4. Additional Reader	18 Years	40 Years	<p>(a) Must have passed Higher Secondary 12<sup>th</sup> examination under 10+2 education system.</p> <p>(b) One year Computer Diploma from Universities/Institution recognized by the Government, in addition to CPCT Score Card organized by Science and Technology Department.</p> <p>(c) Computer typing efficiency certificate with a speed of 30 w.p.m. issued from institution recognized by the State Government.</p>
	5. Computer Operator	18 Years	40 Years	<p>(a) Must have passed Higher Secondary 12<sup>th</sup> examination under 10+2 education system, "A" Level Diploma from D.O.E.A.C.C./I.I.E.T.E. <i>OR</i> P.G.D.C.A./B.C.A. with Computer Science Subject from affiliated Institution conducted/registered/recognized by a University recognized by U.G.C. <i>OR</i> In addition to a Three years Diploma in Computer/Information Technology/ Electronics or Higher Education system from a Polytechnic Institute/University registered or affiliated by Rajiv Gandhi Technological University, or B.C.A. in addition to CPCT Score Card organized by Science and Technology Department.</p>

**Schedule-IV**  
(see rules 12 and 13)

Name of Department	Name of Post from which promotion is to be made	Experience for Promotion	Name of post to which Promotion is to be made	Appointing Authority	Members of Departmental Promotion Committee
(1)	(2)	(3)	(4)	(5)	(6)
Revenue Department Class-3 (Clerical Grade) Service	1. Assistant Superintendent and Auditor of Divisional Commissioner and Collector's Office	3 years	Superintendent	Principal Revenue Commissioner	1. Joint Revenue Commissioner (Establishment) -Chairman  2. Deputy Revenue Commissioner nominated by Principal Revenue Commissioner - Member  3 Deputy Revenue Commissioner (Establishment) - Member Secretary  4 A Representative of Scheduled Castes and Scheduled Tribes Category - Member  5 Office Superintendent - Member
	2. Assistant Grade-2/ Accountant of Divisional Commissioner/ Collector Office	5 years	Assistant Superintendent/ Auditor**	Principal Revenue Commissioner	-do-

	3. stenographer Grade-2 of Commissioner/Collector's Office	5 years	Stenographer Grade-I	Principal Revenue Commissioner	-do-
	4. stenographer Grade-3 of Divisional Commissioner and Collector's Office	5 years	Stenographer Grade-II	Principal Revenue Commissioner	-do-
	5. Assistant-Grade-3 of Divisional Commissioner office	5 years	Assistant Grade-II	Divisional Commissioner	1 Additional Commissioner - Chairman 2 Deputy Commissioner (Establishment) - Member 3 Superintendent of Commissioner's office - Member secretary 4 A Representative of Scheduled Castes and Scheduled Tribes Category -Member
	6. Assistant Grade-3 of Collector /SDO Tehsil office		Assistant Grade-II	Collector	1 Additional Commissioner - Chairman 2 Deputy Commissioner (Establishment) - Member 3 SDO Head Quarter - Member 4 Superintendent of Commissioner's office - Member secretary 5 A Representative

					of Scheduled Castes and Scheduled Tribes Category -Member
	7. Steno Typist of Collector /SDO office	5 years	Stenogra pher Grade-III	Principal Revenue Commissio ner	1 Joint Revenue Commissioner (Establishment) - Chairman 2 Deputy Revenue Commissioner nominated by Principal Revenue Commissioner - Member 3 Deputy Revenue Commissioner (Establishment)  - Member Secretary 4 A Representative of Scheduled Castes and Scheduled Tribes Category - Member 5 Office Superintendent of  -Member
	8. Class-4 Employees of Divisional Commission er's Office (Completed 5 years service, Higher Secondary, Typing, Computer Diploma	5 years	Assistant Grade- III***	Divisional Commissio ner	1 Additional Commissioner - Chairman 2 Deputy Commissioner (Establishment) - Member 3 Superintendent of Commissioner's Office - Member secretary

	holder)				4. A Representative of Scheduled castes and Scheduled Tribes Category - Member
	9. Class-4 Employees of Collector/S DO Tehsil office (Completed 5 years service, Higher Secondary, Typing, Computer Diploma holder)	5 years	Assistant Grade-III***	Divisional Commissioner	1 Additional Commissioner - Chairman 2 Office in charge (Establishment) - Member 3 SDO Head Quarter - Member 4 Superintendent of Collector's office - Member secretary 5 A Representative of Schedules Castes and Schedules Tribes Category - Member

- For the promotion to the posts of Auditors, only those Assistants Grade-II shall be eligible, who have passed the Accounts Training Examination ordained for this purpose; but if such persons are not available, then the senior most persons, who are otherwise eligible for the promotion shall be promoted with the condition that they should pass the said accounts training examination within two years, failing which they shall be reverted back to the post of Assistant Grade-II.

By order and in the name of the Governor of Madhya Pradesh,  
BHARTI OGREY, Dy. Secy.